# APPLICATION FOR RECORDS DISPOSITION STANDARD

**marta**

| 3. Dept., Division, Subdivision & Administering Office Address | FOR RECORDS MANAGEMENT DIVISION USE | | |
|---|---|---|---|
| Finance and Administration Department<br>Treasury Services<br>2200 Peachtree Summit Bldg.<br>401 West Peachtree Street<br>Atlanta, Georgia 30365 | Date Received<br>MAR 9 1981 | Application No.<br>**81-189** | Date Completed<br>MAR 16 1981 |
| | 1. Application | | 2. Dept. Application No. |

| 4. Person to Contact | 5. Working Title | 6. Telephone Number |
|---|---|---|
| Maryann Mangold/Rae Lipsitz | Assistant Treas./Secy. | 586-5067 |

**7. Action Requested**

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

| 8. Dates of Series | 9. Records Series Title (followed by title used in office; if different) |
|---|---|
| Earliest: 1972  Latest: Present | Treasury Services Financial Transaction Reports File |

**10. Division and Office Function**     What is the function of the Division and the Office in which this record series is created?

The Division of Treasury Services is responsible for the receipt, investment, and disbursement of all funds, for maintaining integrity of financial assets and accounts, and for maintaining banking relationships.  The specified responsibilities are to maintain effective internal control procedures to safeguard cash and other assets; ensures an adequate level of funds availability to meet current and planned obligations; ensures all funds disbursements are made in a timely manner and bear proper signatures and endorsements; administers the Authority's investment portfolio to maximize yield; assists in the development and administration of the Authority's Bond Program; coordinates the design, development, and implementation of the Authority's fare collection system; administers the Authority's bus fare collection system; and administers the Authority's transcard program.

**11. Record Series Description**     This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

**Documents relating to:** the receipt, investment and disbursement of MARTA funds for maintaining integrity of financial assets and accounts, and for maintaining banking relationships.

**Included are:** Account analyses, Stop Payments, Investment Maturities, Check Signing Register Books, Check Receipt Books, Check Stubs/Imprest Accounts, General Fund Cash Books, and Grant Fund Balances, Bond Sales, Bank file folders, and Investment Maturities Reports.

**File is arranged:** Alphabetically, by subject, by fiscal year.

**12. Monthly Reference Rate**     How often are records referred to which are:

One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ;
twenty-five months and older _____ ?

**13. Annual Rate of Accumulation of Records**

Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____

3012 (3/76)

| YES | NO | 14. | Questionnaire (Place an "X" in the proper column) | |
|---|---|---|---|---|
| | | | a. Is this the official copy of the series? | |
| X | | | If not, where is it? | |
| | X | | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. | |
| | X | | c. Is this a vital record? | |
| | X | | d. Does this series have historical or long term research value? | |
| | X | | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? | |
| | X | | f. Is the information contained in this series ever published? If yes, attach copy. | |
| | X | | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. | |
| | X | | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? | |
| | X | | i. Is this series (or a major portion of it) regularly microfilmed? | |
| | X | | j. Does the record series result in a computer printout? | |

15. Retention Requirements     The following requires the series to be kept:

a. State Law _____ years.     d. Audit period _____ years.
b. Statute of limitation _____ years.     e. Administrative need _____ years.
c. Federal law _____ years.     f. Federal retention instructions ___6___ years.

Attach copy or excert of laws or regulations. Explain administrative need.

Hold six (6) years past completion of project; then destroy.

16. Approved Disposition Instructions     This agency recommends that the file series be cut off at the end of each:

[ ] Calendar Year;  ☒ Fiscal Year;  [ ] Other _____ then,

☒ Hold in the current files area _____ month(s) __2__ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold __6__ year(s); then past completion of project; then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

| Approved | Department Records Management Officer | Date | Approved | Legal Counsel | Date |
|---|---|---|---|---|---|
| *Lauren H. Solomon* | | 1/27/81 | *John R. Bauner* | | 1/31/81 |
| Approved | Division Head/Designee | Date | Approved | Division of Audit | Date |
| | | 1/27/81 | *Janice R. Chalker* | | 3/2/81 |
| Approved | Department Head/Designee | Date | Approved | Department of Archives and History | Date |
| | | 1/27/81 | *Carrall Hart* | | 3-10-81 |
| Approved | Records Management Analyst | Date | Approved | MARTA Management Advisory Committee | Date |
| *Regina H. Finkler* | | 1/28/81 | | | |